



# COOK SPECIALIST II

## OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR** Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Yolo County.

A position exists in Yolo County.

**FINAL FILING DATE** **June 3, 2010**  
Applications (STD. 678, Rev. 08-09) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol  
Selection Standards and Examinations Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 on the application. You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during July/August 2010.

**SALARY RANGE** \$2659 - \$3233

**WHO SHOULD APPLY** This is an open examination. Career credits do not apply.

**ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

Two years of experience in the California state service performing the duties of a Cook Specialist I.

**Or II**

Three years of experience as a cook in one or a combination of the following:

1. Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. Or
2. Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)

*(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the required experience on the basis of one month of such school attendance being equal to two months of experience.)*

**SPECIAL PERSONAL CHARACTERISTICS** Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

**THE POSITION** A Cook Specialist II prepares, cooks, and dispenses soups, sauces, meats, eggs, dairy products, vegetables, salads, salad dressing, fruits, pastries, desserts, breads, and beverages; cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers; assigns work and gives instruction and training to employees, evaluates their performance, and takes or recommends appropriate action; may plan menus; inspects personnel and working areas and maintains safety and sanitation standards; reports on the work progress of assistants; keeps records; as required, requisitions, receives, inspects, stores, and inventories supplies; and acts for the Supervising Cook in his/her absence. Incumbents work weekends and holidays and are also on call to work various shifts in addition to their regularly assigned shift; and occasionally may be called to work odd and unusual hours.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not appear for the interview will be disqualified.**

Qualifications Appraisal Interview Only - Weighted 100%

Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- 1. Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.
- 2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.
- 3. Food handling sanitation.
- 4. Food values as well as nutritional and economical substitutions within food groups.
- 5. Principles of effective supervision and instructing and working with assistants.
- 6. Food accounting, keeping records, and preparing reports.

Ability to:

- 1. Communicate at a level required for successful job performance.
- 2. Prepare and cook all food groups and use appropriate equipment.
- 3. Judge food quality.
- 4. Plan work schedule and prepare and follow menus, recipes, and formulas.
- 5. Determine food quantities necessary for groups of varying size.
- 6. Instruct and work with assistants.
- 7. Keep records and prepare reports.
- 8. Analyze situations accurately and adopt an effective course of action.

VETERANS PREFERENCE

**Veterans preference** credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

HIRING INFORMATION

**Background Investigation:** The CHP conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD 678, Rev. 8-09) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD 678. Fingerprints of competitors are also taken as part of the background investigation.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 08-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you meet the requirements stated on this bulletin, you may take this, examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in Sacramento.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Veterans Preference:** Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations, as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience." Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veteran points: 15 points for disabled veterans; 10 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, 1-800-735-2922.